



POSITION ANNOUNCEMENT

Position: Logistician Assistant
Type of Position: Personal Service Contractor (PSC) Temporary
Closing Date: March 22nd, 2017
Hours: (40hours per week)
Supervisor: Programing and Training Manager

Submit; Letter of Interest, CV, 3 professional references, a copy of a Government-issued identification card, Government-issued Labor card and copies of all certificates related to the qualifications for the position to the Director of Management and Operations ; US Peace Corps, 34 Old Railway Line, Signal Hill, Freetown, Sierra Leone

OR

SL01-pcjobs@peacecorps.gov

The Pre-Service training (PST) Logistician Assistant will work under the supervision of the Programing and Training Manager (PTM) in collaboration with the Training Manager (TM), Language and Cross-cultural Coordinator (LTC), Programing and Training Assistants (PTAs). S/he will be responsible for ensuring that all logistical system and arrangement are in place for successful implementation of PST. S/he will provide a link between the training site and Peace Corps office. Will also be expected to participate in all General Training of trainers (GTOT) workshops to prepare for work and to get understanding of the functionality of Peace Corps. Also makes recommendation when PCT progress is not adequate and provides additional support to PCTs as agreed upon.

TASKS AND DELIVERABLES

- Assist other staff members in implementing sessions that complement and or integrate all PST components with the logistic needed.
- Dress according the PST dress code and interact professionally with staff and Trainees during working hours.
- Identify all logistical needs with input from the Training Manager, Coordinators, and Administrative Officer to ensure that needs are met in a timely manner.
- Ensure that all logistical and administrative structures and arrangements are in place in advance of the beginning of PST.
- Manage logistical and administrative problems as they arise with Support Staff, making decisions about what needs to be done and following through on them.
- Participate in all staff meetings as requested by the Training Manager and/or Coordinators.
- Assist with the purchase of supplies, obtain required receipts, and coordinate with Financial Assistant.
- Establish an inventory system to account for all PST supplies--check the inventories at the beginning and end of PST.
- Establish a sign-out system for materials and resources used by all training staff and Trainees.
- Set up the PST office, ensuring that all equipment is in working order and that supplies are available.
- May be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services.
- Perform all other duties and activities as assigned.

Qualifications

- ✓ Minimum three (3) years of experience in staff management, logistics, procurement, warehousing and general building maintenance procedures.
- ✓ Completion of Secondary School education, vocational or in a recognized institution with the following: Certificate in Stores Management, Procurement or related field preferred.

- ✓ Proven proficiency in spoken and written English, Krio and any other Sierra Leonean language.
- ✓ Experience working in a multi-cultural environment
- ✓ Driver licensed with a clean driving record.
- ✓ Preferred candidate should have in-depth knowledge of working with Americans.
- ✓ Knowledge and skills in MS office applications, typing, and internet usage.

DUTY STATION

The necessary duties can be performed at the required training site which can be determined by Peace Corps located anywhere in country.

Applicants with high potential will be scheduled for an interview at the Peace Corps office in Freetown.

For complete details: http://freetown.usembassy.gov/job_opportunities.html